

Multiple Invoicing

The multiple invoice functionality allows the subgrantee to draw down on a line item to submit an invoice for a partial amount. This feature is automatically allowed under certain Authorized Equipment List (AEL) categories and may be requested for those that are not by contacting the SAA. **This is the SAA's preferred method for processing items on the expenditure list.** This slick sheet serves to provide instruction on how to complete this process.

Step 1 | From the Subgrantee Expenditure List screen, click the **Needs Invoice** hyperlink for the appropriate item.

SUBGRANTEE EXPENDITURE LIST [Excel] [PDF] [FoI Report] [Progress Report]

Keywords: **Search**

Region: District of Columbia

Subgrantee: TRAINING Fairfax County Police Department

Project: Develop / enhance homeland security / emergency management organization and structure

Item Status: ☒ Group by Project ☒ Show Cancelled Items

Grant Number: 6SHSP116

Grant Application: Approved [view grant application]

TRAINING 2006 SHSP Progress Report
Grant Amount: \$132,500.00

☐ Uncommitted -- \$101,500.00
☐ Newview -- \$0.00
☐ Needs POE -- \$0.00
☐ On-Order -- \$11,000.00
☐ Invoiced -- \$20,000.00
☐ Complete -- \$0.00
☐ Change Requested -- \$0.00

TRAINING FAIRFAX COUNTY POLICE DEPARTMENT EXPENDITURE LIST [request new expenditure]

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State
Project: Develop / enhance homeland security / emergency management organization and structure [details]							
(04.01.01.01) System, Automatic Vehicle Locating (AVL)	Garmin - SW 12345 - GPS	On-Order	1	\$11,000.00	\$11,000.00	Needs Invoice	No Invoice
(04.01.02.01) System, Geospatial Information (GIS)	Garmin - SW 12345 - Geospatial Information System (GIS)	Invoiced	1	\$20,000.00	\$20,000.00	05/21/2010	05/21/2010
(04.01.01.01) System, Automatic Vehicle Locating (AVL)	Geospatial Information System (GIS)	Cancelled	0	\$899.00	\$0.00	No Invoice	No Invoice

Step 2 | On the Invoice Item screen under the Actions section, select the **Process Multiple Invoices** option then click the **Save & Continue** button.

INVOICE ITEM

Subgrantee: TRAINING Fairfax County Police Department

Grant Number: 6SHSP116

POE: POE12116-110315110425

Vendor: GPS store

Project: Develop / enhance homeland security / emergency management organization and structure

Expenditure	Category	Qty	Unit Cost	Total
Garmin - SW 12345 - GPS Multiple Invoice Allowed	(04.01.01.01) System, Automatic Vehicle Locating (AVL)	1	\$11,000.00	\$11,000.00

Attached Documents:

Electronic Copy of POE

ACTIONS

The multiple invoice process will create a new item for the invoice you currently have and leave the balance of this item in Needs Invoice state for future invoicing.

Completing the item will treat the item as if multiple invoices are not allowed.

Would you like to process this item using multiple invoices?

☒ Process Multiple Invoices
 ☐ Complete item with a single invoice

Save & Continue >> Save and process as selected above.

Cancel Cancel any changes.

Step 3 | On the Multiple Invoice – Step One screen, update the **Unit Cost** to reflect the total amount of the invoice being processed. Next, enter a **Reason for Multiple Invoice**; if this invoice is for services, provide the date range covered and the invoice number. If the invoice is for goods, provide the invoice number. Click the **Save & Continue** button in the Actions section.

MULTIPLE INVOICE - STEP ONE

Subgrantee: TRAINING Fairfax County Police Department
Grant Number: 6SHSP116
PDE: POE12116-110315110425
Vendor: GPS store
Project: Develop / enhance homeland security / emergency management organization and structure

INSTRUCTIONS

Enter the amount of the invoice you are currently processing and balance the grant distribution.
Enter the reason for the multiple invoice.

INVOICE ITEM >> denotes required

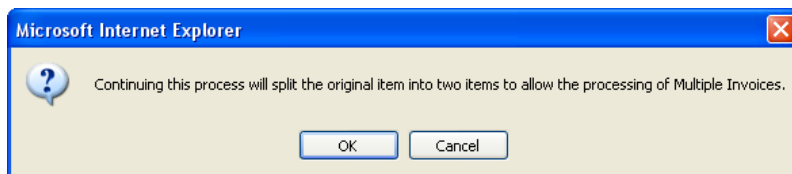
Expenditure	Category	Qty	Unit Cost	Total
<input checked="" type="checkbox"/> Garmin - SW 12345 - GPS Multiple Invoice Allowed	(04.01.01.01) System, Automatic Vehicle Locating (AVL)	1	\$11,000.00	\$11,000.00

Reason for Multiple Invoice >>

ACTIONS

Save & Continue >> Save the modifications above and continue the processing of the Multiple Invoice.
Cancel Cancel any changes.

Step 4 | A pop-up prompt will confirm that you want to continue with splitting the original invoice. Click **OK**.



Step 5 | On the Multiple Invoice – Final Step screen, attach the appropriate **Invoice** and **Proof of Payment (POP)** documents.

MULTIPLE INVOICE - FINAL STEP

Subgrantee: TRAINING Fairfax County Police Department
Grant Number: 6SHSP116
PDE: POE12116-110315110425
Invoice Number:
Invoice Date:
Vendor: GPS store
Project: Develop / enhance homeland security / emergency management organization and structure

ATTACH INVOICE DOCUMENTS

An electronic version of the Invoice is required.

☐ Check the checkbox indicating a copy of the invoice will be faxed to SAA
 Attach an electronic copy of the invoice

An electronic version of the Proof of Payment is required.

☐ Check the checkbox indicating a copy of the proof of payment will be faxed to SAA
 Attach an electronic copy of the proof of payment

MULTIPLE INVOICE REASON
Partial invoice #392084

Step 6 | After the documentation has been uploaded, the Invoice screen will appear, enter the **Invoice Number** and **Date** in the required fields. Verify that the Invoice Total matches the invoice being submitted and that any additional documentation is uploaded. Click the **Reimbursement** button in the Actions section to place it in the reimbursement queue.

INVOICE
» denotes required

Subgrantee: TRAINING Fairfax County Police Department
Grant Number: 6SHSP116
POE: POE12116-110315110425
Invoice Number: »
Invoice Date: »
Vendor: GPS store
Project: Develop / enhance homeland security / emergency management organization and structure

INSTRUCTIONS

1. Delete all items that do not belong with the invoice you are submitting. This step must be completed first.
2. Adjust the cost of any item that requires cost adjustment.
3. Add any shipping and Handling or Taxes and Fees.

INVOICE ITEMS

Expenditure	Category	Qty	Unit Cost	Total	
✓ Garmin - SW 12345 - GPS	(04.01.01.01) System, Automatic Vehicle Locating (AVL)	1	\$1,000.00	\$1,000.00	[serials]
✓		Shipping/Handling:		\$0.00	\$0.00
✓		Taxes/Fees:		\$0.00	\$0.00
				Invoice Total:	\$1,000.00

INVOICE NOTES

Invoice Notes:

Attached Documents

Attach documents to this Invoice

Electronic Copy of Invoice
 [remove]

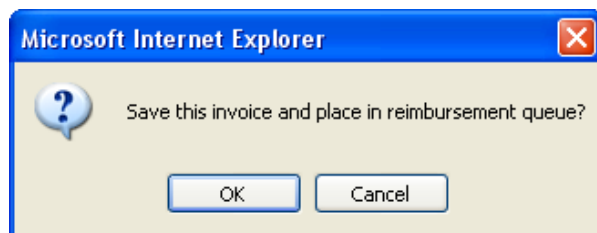
Electronic Copy of Proof of Payment
 [remove]

ACTIONS

Save Invoice changes and place in queue for reimbursement.

Cancel any changes.

Step 7 | A pop-up prompt will confirm that you want to save the invoice and place it in the reimbursement queue. Click **OK**.



Step 8 | On the Reimbursement page, the items in the queue will be listed under the Reimbursement Items section. Here, you may click the **More Invoices** button to process additional invoices or the **Submit** button to send the items currently listed to the SAA for review and approval.

REIMBURSEMENT - TRAINING 2006 SHSP - RR04255

Subgrantee Remittance Address

Organization: **TRAINING Fairfax County Police Department**
Street:
City/State/Zip: , DC
Federal ID#:
E-mail: vermecia.alsop@dc.gov
Fax:
Grant Number: 6SHSP116
Sub-Grant Num: 6SHSP116-01

Contact Information

Name: Vermecia Alsop
Agency: HSEMA
City/State/Zip: , DC
Phone:
Fax:

GRANT STATUS

Project ID	Project	Grant Award	Review	On Order	Invoiced	Complete	Committed	Uncommitted
2029	Develop / enhance homeland security / emergency management organization and structure	\$132,500.00	\$0.00	\$10,000.00	\$21,000.00	\$0.00	\$31,000.00	\$101,500.00

REIMBURSEMENT ITEMS

<input checked="" type="checkbox"/>	Detail	Project ID	Status	Invoice No.	Item	Inv. Amount	Reimb. Amount		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	2029	Bui	392084	Garmin - SW 12345 - GPS	\$1,000.00	\$1,000.00	[print]
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	2029	Bui	87878787878787	Garmin - SW 12345 - Geospatial Information System (GIS)	\$20,000.00	\$20,000.00	[print]
Total Requested:							\$21,000.00	\$21,000.00	

ACTIONS

Submit all checked items on this reimbursement to the SAA for review.

Return to your expenditure list to enter more invoices for this reimbursement.

Return to the Reimbursement Manager.

Attached Documents

Electronic Copy of Invoice
[\[remove \]](#)

Electronic Copy of Invoice
[\[remove \]](#)

Electronic Copy of Proof of Payment
[\[remove \]](#)

Electronic Copy of Invoice
[\[remove \]](#)

Electronic Copy of Proof of Payment
[\[remove \]](#)

Attach documents to this reimbursement request.

This request will display in the SAA's queue for approval. The subgrantee can be notified via email if the request is denied. If approved, the request will move through the SAA's approval process.